



STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

MDNG-AG-SPMO

23 May 1990

SPMO POLICY/GUIDANCE LETTER #37

SUBJECT: Administration of the Technician Leave Transfer Program
(Leave Sharing)

SEE DISTRIBUTION

1. The purpose of this policy letter is to set forth procedures to administer the Leave Transfer Program.

2. The program will remain in effect for the remainder of FY 1990 and has been extended through 31 October 1993.

3. The program allows for the transfer of unused accrued annual leave of one employee for use by another employee who needs such leave because of a personal medical emergency.

4. Definition:

a. Leave Donor - An employee whose voluntary written request for transfer of annual leave to the annual leave account of a recipient is approved by the Support Personnel Management Office.

b. Leave Recipient - A current employee whom the SPMO has approved an application to receive annual leave from the annual leave accounts of one or more leave donors.

c. Personal Emergency - A medical or family emergency or hardship situation that is likely to require an employee's absence from duty for a prolonged period of time and will result in a substantial loss of income to the employee because of the unavailability of paid leave.

5. How to Make Application: An employee who has been affected by a personal emergency may make written application (Optional Form 630) (Attachment A) through their supervisor to the SPMO to become a leave recipient. If the employee is not capable of making application, another employee may do so on his/her behalf.

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6. Agency Action: The agency (Supervisor and the SPMO) shall review all applications to determine if the request is a valid personal emergency and is likely to result in a substantial loss of income and that the absence is expected to be at least 10 working days.

a. If the application is approved, the SPMO shall notify the employee and their supervisor within 30 days of receipt of the application as well as advising that potential donors may now request transfer to the recipient's account. The SPMO will coordinate actions with the appropriate pay office (Army/Air).

b. If disapproved, the SPMO shall notify the technician within 30 days after receipt of the application as to the reasons why it was disapproved.

7. Transfer of Leave: An employee may submit a voluntary written request (Optional Form 630-A) (Attachment B) to the SPMO that a specified number of hours of his/her accrued leave be transferred from his/her annual leave account to the leave account of a specified recipient, providing the recipient is in the donor's employing agency.

a. A donor cannot transfer annual leave to his/her immediate supervisor.

b. Annual leave may be transferred for the purpose of liquidating indebtedness for LWOP and/or advanced annual or sick leave.

c. Donors may be solicited from other agencies if none can be obtained in the employee's agency. However, authorization must be obtained from the SPMO as well as the donor's agency prior to proceedings. Optional Form 630-B, Request to Donate Annual Leave to Leave Recipient (Outside Agency) (Attachment C).

8. Limitations: In any one leave calendar year a donor may not donate more than one half (1/2) the amount of annual leave he/she would have accumulated in the year the donation is made.

a. If a donor wishes to donate leave that he/she would otherwise forfeit at the end of the year he/she can donate no more than the amount of work hours left in the year at the time of donation.

b. Donated annual leave may be used in the same manner as accrued leave. Except that any annual leave accrued must be used first.

c. Transferred leave may not be transferred to another

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recipient.

d. Donor's annual leave cannot be transferred to another agency upon the recipient's transfer to another agency.

e. Donated annual leave cannot be included in a lump-sum payment.

f. Donated annual leave cannot be reaccredited upon reemployment.

9. Termination of Personal Emergency: The personal emergency shall end when:

a. The leave recipient terminates employment.

b. The end of the bi-weekly pay period in which the agency receives notice that OPM has approved a disability for the recipient, or

c. The recipient's supervisor notifies the SPMO that the emergency no longer exists. The SPMO will be the deciding authority for the determination.


10. Any transferred annual leave remaining to the recipient's credit at the end of the personal emergency shall be restored to the donor(s) (when feasible).

11. Employees may not directly or indirectly intimidate, threaten or coerce any other employee with respect to donation.

12. POC: MSG James M. Eckard, Personnel Management Specialist, (301) 576-6048 or Autovon 277-6048.

FOR THE ADJUTANT GENERAL:

3 Attachments


LAWRENCE F. MCBEE
COL, GS, MDARNG
Personnel Officer

DISTRIBUTION:

All Full-Time Support Managers/
Supervisors (Army and Air)